

CHANDLER AIRPORT SUPERINTENDENT

Class Definition

Under general direction, supervises and administers the operations and maintenance of the Fresno-Chandler Downtown Airport

Distinguishing Characteristics

Chandler Airport Superintendent is responsible for the day-to-day administration and operation of the Fresno Chandler Downtown Airport which is a general aviation facility. The incumbent exercises considerable independent judgment relating to the development, revision, and implementation of the Chandler Airport's policies and procedures. This is an unclassified position in which the incumbent serves at the will of the Director of Transportation.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor, do the examples cover all duties which may be assigned.)

Oversees programs for maintenance of airport facilities and properties.

Oversees fulfillment of maintenance and repair requirements.

Coordinates effective security and airport safety programs.

Participates in the initiation of construction programs and coordinates construction work.

Provides for enforcement of airport rules and regulations, and represents the Department in resolving day-to-day operational issues.

Maintains liaison with airport tenants and public users; represents the Department in answering questions and resolving problems.

Develops and implements programs for orderly development of the airport.

Coordinates Chandler leases and contracts.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the materials, equipment, and practices of maintaining and repairing buildings, airports, runways and aprons.

Knowledge of state and federal airport operations and safety regulations.

Ability to plan, coordinate, schedule, and inspect the work of subordinate employees.

Ability to establish and maintain effective working relationships with employees, public officials, and the general public.

Ability to develop, coordinate and implement programs as assigned.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Airport Management or a closely related field, and two years of supervisory experience in airport operations and maintenance. Additional qualifying experience may be substituted for the education on a year-for-year basis.

Necessary Special Requirement

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____
Director of Personnel

DATE: _____

MR/MA/jl/12/27/90
+594/SPEC8